

Out of School Time Program Renewal Application, Staff Orientation Training Form

Program Name:

Date Review Completed (mm/dd/yyyy): / /

Please follow the attached instructions when completing this form. List all caregivers, substitutes, and volunteers who work with children who started after your last Announced Inspection. Use as many pages as needed to include all new staff. In order for your license to be renewed, this form must be accurately completed before your Announced Inspection takes place. Your Licensing Specialist will review this completed form as part of your Announced Inspection.

Caregiver Names:										
Date Orientation Training Completed: (mm/dd/yyyy)	/	/	/	/	/	/	/	/	/	/
First Date of Paid Work: (mm/dd/yyyy)	/	/	/	/	/	/	/	/	/	/
Topics Included in Training	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Licensing Rules:										
Supervision & Ratios										
Injury Prevention										
Parent Notification & Child Security										
Child Health										
Child Nutrition										
Infection Control										
Medications										
Napping										
Child Discipline										
Activities										
Transportation										
Animals										
Job Description & Duties										
Program's Written Policies										
Program's Written Emergency Plan										
Orientation to Assigned Children										
Children's Health Assessments										
Procedures for Releasing Children										
Body Fluid Clean-up Procedures										
Abuse/Neglect Signs & Reporting										
Obtaining Assistance in Emergencies										

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Make as many additional copies of this 2nd page as you need to include all new staff hired since your last Announced Inspection.

Additional Caregiver Names:										
Date Orientation Training Completed: (mm/dd/yyyy)	/	/	/	/	/	/	/	/	/	/
First Date of Paid Work: (mm/dd/yyyy)	/	/	/	/	/	/	/	/	/	/
Topics Included in Training	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Licensing Rules: Supervision & Ratios										
Injury Prevention										
Parent Notification & Child Security										
Child Health										
Child Nutrition										
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